



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

AMCPE-B

*CPL 06-07-AMCPE
22 June 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter - U.S. Army Materiel Command (AMC) Travel Approval

1. References.

a. Secretary of the Army Memorandum, Policy for Travel by Department of the Army Officials, 7 January 2005.

b. The U.S. Army Materiel Command (AMC) Conference Policy, June 2006.

2. This policy describes both the Commander's intent for travel policy, and the approval processes that will be followed. The intent is to minimize travel whenever possible and use other means to accomplish the mission. Every potential temporary duty trip should be challenged. Ask what the purpose of the travel is, how many people need to travel, and whether the objective may be achieved by Video Tele-conference (VTC) or other suitable means. While some travel will remain essential, the point is to carefully consider all possible alternatives before making a travel decision.

3. Travel Tasked/Requested by other Commands/Headquarters. When a Major Subordinate Command (MSC) Commander, Director U.S. Army Chemical Materials Agency (CMA), or Headquarters AMC (HQ AMC) Staff Principal/Senior Executive Service (SES), is directed or tasked/requested to travel by an outside agency, this travel will be reviewed and approved by the HQ AMC Chief of Staff. For all other personnel, review and approval is in accordance with reference b. above. All approval authorities will ensure travel approval is in accordance with the guidance in paragraph 2.

4. OCONUS Travel. All OCONUS (outside continental United States) travel will be approved per paragraph 8 below. Those travelers requiring HQ AMC approval, will use an AMC Form 1297, Request for OCONUS Travel, and forward the completed form along with a legal review to the Business Integration and Budget Division, HQ AMC.

5. CONUS Travel. Approval authority for CONUS (continental United States) travel is set out in the Matrix at paragraph 8. Below and reference b. (U.S. AMC Conference Policy June 2006), above.

*This document supersedes CPL 05-30-AMCPE-P, 6 January 2006

6. Use of MILAIR.

a. The HQ AMC, Chief of Staff is the approval authority for all Military Air (MILAIR) Travel for all AMC personnel. MILAIR requests originating outside HQ AMC will be reviewed by the senior official onsite and forwarded through the respective chain of command to HQ AMC Chief of Staff for approval.

b. When requesting MILAIR Travel for HQ AMC Chief of Staff approval, submit DD Form 2768, Military Air Passenger/Cargo Request, and Request for Military Air Travel for Senior Government Officials Form and forward through the Business Integration and Budget Division at (703) 806-8162 and fax (703) 806-8859, DSN 656-8859.

c. MILAIR requests should be submitted only if it is the most economical mode of transportation or mission requirements makes use of commercial transportation infeasible. In either case a detailed justification for use of MILAIR must be provided with the request.

7. Premium Class Travel. The HQ AMC, Chief of Staff will approve all premium-class (less than first-class) travel requests within AMC. Forward requests through the Business Integration and Budget Division at fax (703) 806-8859, DSN 656-8859 in a memorandum format for Chief of Staff approval. The sole authorizing authority for first-class Travel is the Secretary of the Army. When an airline has only two classes of travel, the higher class is deemed First Class. Submit requests for First-class Travel as per requests for premium-class travel to HQ AMC. The HQ AMC G-1 will review and prepare an endorsement of the request for the CG, AMC's signature, prior to it being forwarded to the Secretary of the Army for approval. Use of Frequent Flyer miles to upgrade to first-class or premium-class will be in accordance with (IAW) Secretary of the Army Memo at reference 1(a) above.

8. Matrix below provides a graphical depiction for approval requirements.

	OCONUS TRAVEL APPROVAL	CONUS TRAVEL APPROVAL	MILAIR TRAVEL APPROVAL	PREMIUM-CLASS TRAVEL APPROVAL (Less First Class Travel)*
Headquarters Army Materiel Command (HQ AMC)				
Staff Principals	HQ AMC Chief of Staff	HQ AMC Chief of Staff**	HQ AMC Chief of Staff	HQ AMC Chief of Staff
Non Staff Principals	HQ AMC Chief of Staff	Staff Principal**	HQ AMC Chief of Staff	HQ AMC Chief of Staff
Major Subordinate Commands (MSCs)				
MSC Commander (CDR) and Director of CMA	HQ AMC Chief of Staff	(MSC CDR/ DIR CMA)**	HQ AMC Chief of Staff	HQ AMC Chief of Staff
Subordinates to MSC Commander (CDR) and Director of CMA	MSC CDR/DIR CMA/Dep CDR/MS CofS	(CDR, DIR , and COL/Civilian equivalent or above)**	HQ AMC Chief of Staff	HQ AMC Chief of Staff

* *First Class Air Travel requires SECARMY approval.*

** *If travel involves attendance at a Conference, approval is IAW with AMC Conference Policy June 2006*

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9. All requests that must be forwarded to HQ AMC for approval must be accompanied by a legal review from the local legal office.

10. For additional information, contact the Business Integration and Budget Division, (703) 806-8172.

FOR THE COMMANDER:

//Signed//

WILLIAM E. MORTENSEN

Lieutenant General, USA

Chief of Staff

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